

## Event Planner

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$25.00 to \$25.00 hourly

**Employment status:** Contract / Temporary to Hire

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### Description

This role is part time!

If you want to work in the growing Non-Profit industry, you might be the Customer Service Representative Robert Half is looking for to build solid customer relationships. This Customer Service Representative position is an excellent career opportunity for someone who is articulate and highly-skilled. This short-term contract / temporary to hire Customer Service Representative position in San Mateo, California could be perfect for you! The position will be based in a dynamic, rapidly-changing call center.

What you get to do every single day

- Be a part of business development by actively cross-selling and referring customers
- Deliver outstanding, friendly customer service in a timely fashion
- Manage incoming telephone calls
- Field and send out written business correspondence

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### Requirements

- Strong computer skills including customer database systems
- Community Events experience preferred
- Solid understanding of customer service
- Event planning experience
- Strong familiarity with Special Event Planning
- Ability to recognize, evaluate, and resolve problems effectively
- Strong proficiency in Excel and other Microsoft Program skills required
- Enthusiastic attitude and an engaging businesslike approach
- Proven experience going the extra mile to solve complex customer inquiries via extensive research
- Excellent customer service and office administrative skills
- Strong communication and interpersonal skills
- Ability to interact effectively with internal and external partners and clients/customers
- Familiarity with Customer Relationship Management (CRM) systems, e.g. ACT!, Illustrator, Highrise, and Insightly
- 2+ years' experience of proven performance in a goal-driven & customer-focused environment desired

If you derive professional and personal satisfaction from the expert application of customer service on a case-by-case basis, we want to hear from you. Apply today!

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-Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

Robert Half puts you in the best position to succeed by advocating on your behalf and promoting you to employers. We provide access to top jobs, competitive compensation and benefits, and free online training. Stay on top of every opportunity – even on the go. [Download the Robert Half app](#) and get 1-tap apply, instant notifications for AI-matched jobs, and more.

Questions? Call your local office at 1.888.490.4154. Robert Half will consider qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All applicants applying for U.S. job openings must be authorized to work in the United States. Benefits are available to temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**